

AUDITOR APPLICATION SUPPLEMENT

You must complete a regular City application as well as the Auditor Application Supplement to be considered for this position. The Application Supplement will be used in conjunction with the City application form to determine your eligibility. All supplemental materials requested for this position should be submitted during the filing period. Your application will not be accepted if you do not complete and submit the Application Supplement.

Instructions:

Using no more than three pages of 8 ½" x 11" paper, please describe your qualifying experience using the format presented below. Given this page limitation, it is to your advantage to be as concise as possible. Please place your name, the last four digits of your Social Security Number, and the title of this examination, "Auditor Application Supplement," at the top of each page. NOTE: The Supplement should clearly and specifically describe:

- A. The nature and size of the organizations where you gained qualifying experience by conducting audits in accordance with professional auditing standards. For each organization, include the name of the organization, your job title, dates of employment, salary, and the name and telephone number of someone in the organization who can confirm the information.
- B. The nature of your duties and scope of responsibility of the positions providing the qualifying experience.
- C. The specific types of audits you conducted in accordance with professional auditing standards, such as performance, compliance, operations, or program audits.

SELECTION PROCESS

The selection of a candidate will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis will be placed on the candidate's experience, training and education as they provide an understanding of the theory, principles and practices of auditing government organizations, including:

- methods and procedures used to examine, verify and analyze operation records, statements, and reports;
- standards for the professional practices of Internal Auditing (Institute of Internal Auditors), Generally Accepted Auditing Standards (American Institute of Certified Public Accountants), and Generally Accepted Government Auditing Standards;
- general research and analytical techniques;
- principles of organization, methods of analysis including program evaluation, operational auditing, cost-benefit analysis, work measurement, and work simplification analysis;
- ability to apply statistical methods, including qualitative and quantitative analysis and statistical sampling; collect, compile, analyze and interpret data;
- conduct necessary research, using a variety of research techniques;
- identify problems and recommend solutions;
- exercise good judgment, courtesy, and tact when interacting with peers, department heads and personnel involved in the oversight process, elected officials and their staffs, subordinates, other Department employees, and members of the public; and
- other necessary knowledge and abilities.

Candidates will be notified by phone regarding the date and time of interviews, which will be held in Riverside City Hall.